

MEMORANDUM

TO: All involved in John Doe Residential Project
FROM: John Doe
DATE: January 16, 2012
SUBJECT: John Doe Residential LOT 3 Riverton Subdivision

I am obligated by City Ordinance to comply with the terms of a City Land Disturbance Permit (LDP) and State NOI(SWPPP).

I have listed key LDP and SWPPP items I am responsible for. Generally, if your activity makes a mess or will potentially pollute then stop and clean it up.

1. Keep the driving path clear for two way vehicle traffic and the sidewalk open at all times. Unless I or you file a Right of Way Encroachment Permit allowing closures or restrictions.
2. Do not track any mud or dirt etc on the road or sidewalk. I have provided a parking pad for you and we are allowed to park on the side of the road in front of my LOT. If you want to ensure the pad is available for you when you arrive please coordinate it with me. You will need to remove any mud by hand with shovel and broom by yourself. You will also need to pick up and sweep any tracked material from your vehicle. Excavator Joe, unfortunately, a parking pad is not practical for you. You will need to remove any mud from your tires and clean any mud that happens to get tracked. Our agreements are reflected in my SWPPP plan. So please make it work or give me another plan.
3. I must prevent dust that will become a problem. I will have a water source and a hose available for you to use.
4. I have provided a concrete washout.
5. Keep the dumpster lid closed.
6. Do not damage or remove my BMPs without my permission.
7. I am only allowed to work with-in my permitted area. Do not touch any of my neighbor's property. Do not build or stage any of your tasks in the right of way. I have provided staging areas for storage of building materials on my side of the sidewalk.
8. Any other permit items as defined in my SWPPP.
My SWPPP posted online at:
www.URL
Password: topsoil
Please insure your staff reviews the John Doe Construction SWPPP.

Unfortunately, I will have to pass on any cost or fines I incur due to problems caused by your construction practices.

Thank you in advance for your help in this matter.

cc: Contractor Joe etc.
Supplier Joe etc.
Utility Companies, etc.